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## University of Northern Iowa Graduate College Curriculum Committee Minutes, October 20, 2011

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# MINUTES OF GRADUATE COLLEGE CURRICULUM COMMITTEE

#027

October 20, 2011

Present: J. Bartlett, R. Boody, M. Boyd, S. Coon, S. Etscheidt, P. Mackay, J. Marshall, F. Thompson, D. Wallace

Absent: B. Hawbaker, C. Lee, J. Li

Guests: K. Baughman, T. Bohnenkamp, J. Bullard, J. Byrd, A. Chatham-Carpenter, J. Fritch, C. Hageman, J. Husband, E. Lange, C. Martin, J. Soneson

The meeting was called to order by Chair Shoshanna Coon at 2:00 p.m. in Lang 115.

## **I. Introduction and Announcements**

Chair Coon welcomed all present, and members and guests introduced themselves.

## **II. Approval of Minutes**

Chair Coon asked members to review GCCC Minutes #026, October 14, 2011.

Boyd moved, Thompson seconded to approve minutes.

Question was called on motion to approve minutes. Motion carried and minutes were approved.

## **III. Review of Curriculum Review Procedures**

Chair Coon stated College curriculum packets would be reviewed by department as follows: Motion to approve the specified department, a second to that motion, discussion, and vote.

Chair Coon indicated to members that college-approved proposals would be reviewed and evaluated for university-wide impact and compliance with curriculum policies and procedures.

## **IV. Review of College of Humanities and Fine Arts Curriculum Packet (Graduate)**

Chair Coon asked M. Boyd to present the College of Humanities and Fine Arts graduate curriculum packet.

### **A. Department of Theatre**

Boyd moved, Thompson seconded to approve Department of Theatre graduate curriculum packet.

E. Lange summarized pertinent graduate curriculum questions/issues within the Department of Theatre curriculum packet, and motions, discussion, and voting was as follows:

- ▶ THEATRE 3050/5050 *Theatre Production* (change description)

E. Lange indicated this course was not currently in abstract, but the department has noted that in the current 2010-2012 catalog the description for this course indicates "lab, 2 hrs." and this is an error. Lange asked GCCC if this course could also be reviewed at this meeting.

Thompson moved, Marshall seconded to allow the addition of THEATRE 3050/5050 to the Department of Theatre curriculum packet for consideration and approval. Motion carried.

- ▶ THEATRE 3080/5080 *History of the Theatre III* (change prerequisites)
  - ▶ THEATRE 3120/5120 *Acting Styles* (change prerequisites)
  - ▶ THEATRE 3190/5190 *Stage Management* (change prerequisites)
  - ▶ THEATRE 3195/5195 *Playwriting* (change description, prerequisites)
- Lange indicated the changes to these courses were "housekeeping" issues.

Members expressed no additional questions/concerns regarding these changes.

Discussion concluded. Question was called on the motion to approve, including the course THEATRE 3050/5050, pending submission of a new Form C to D. Wallace. **Motion carried and Department of Theatre graduate curriculum was approved, including course THEATRE 3050/5050.**

[Note from UCC secretary: Description change as noted above for THEATRE 3050/5050, Form C 8960.1, was submitted to C. Wagner/D. Wallace 10/24/11 and added to abstract.]

## B. Department of Philosophy and World Religions

Boyd moved, Thompson seconded to approve Department of Philosophy and World Religions graduate curriculum packet.

J. Soneson summarized pertinent graduate curriculum questions/issues within the Department of Philosophy and World Religions curriculum packet, and motions, discussion, and voting was as follows:

- ▶ RELS 4230/5230 *Religion in America* (change description) (SAME AS course HISUS 4250/5250)
- J. Soneson indicated change is to better reflect the content of the course as it will be taught.
- ▶ RELS 6010 *Critical Perspectives on Gender* (**drop course**) (currently *SAME AS* course PHIL 6010)
  - ▶ PHIL 6010 *Critical Perspectives on Gender* (change description) (*SAME AS* course RELS 6010 being dropped)

It was confirmed only *same as* course RELS 6010 was being dropped, PHIL 6010 will be retained with changed description, and "Same As RELS 6010" will no longer be noted in description PHIL 6010.

Discussion concluded. Question was called on the motion to approve. **Motion carried and Department of Philosophy and World Religions graduate curriculum was approved.**

## C. Department of Languages and Literatures

Boyd moved, Thompson seconded to approve Department of Languages and Literatures graduate curriculum packet.

K. Baughman and J. Husband summarized pertinent graduate curriculum questions/issues within the Department of Languages and Literatures curriculum packet, and motions, discussion, and voting was as follows:

- ▶ Major in Teaching English in Secondary Schools (**new MA program**)
- ▶ Major in English (restatement of MA program)

J. Husband stated the Major in English currently has 3 emphases - *Literature*; *Creative Writing*; *TESS*. Husband stated the MA Major in English has been restated to add the new *English Studies* emphasis, and indicated this new emphasis will be very flexible. Husband also pointed out the TESS emphasis is still included in the restatement of the M.A. Major in English but the intention of the department is that, if the new M.A. Major in Teaching English in Secondary Schools is approved, the TESS emphasis within the M.A. Major in English will be removed.

Chair Coon confirmed the paper work for the new M.A. Major in Teaching English in Secondary Schools has been completed so it can be reviewed by GCCC.

Mackay indicated, if the new major is approved, students with the new major will have their conferred degree listed on the transcript as "Major: Teaching English in Secondary Schools". Those students who currently have the TESS emphasis within the M.A. Major in English will have their conferred degree listed on the transcript as "Major: English: Teaching English in the Secondary Schools (TESS)". Baughman and Husband stated they did not feel this would be an issue for students.

Chair Coon inquired if students would have a list of electives from which to choose, and indicated if the department wanted to provide a list of electives to include in the major emphases, this major could be approved pending addition of this list of electives.

Husband responded the department would provide a list of electives.

- Certificate in Teaching English to Speakers of Other Languages (**new certificate**)

K. Baughman and J. Husband indicated this certificate will serve students who need to meet minimum requirements for ESL K-12 Endorsement on an Iowa teaching license. They stated the certificate also serves students who don't seek licensure but are preparing for other types of positions.

- GER 3001/5001 *German Writing Practice* (change hours)
- GER 3002/5002 *Advanced Composition and Grammar Review* (change hours)
- GER 3003/5003 *German Conversation* (change hours)
- LANG 6095 *Research Methods in Culture and Literature* (change hours)
- Major in Spanish (restatement of MA program)

J. Husband indicated these courses are currently 2-3 hours but the courses were never offered for 2 hours so have been proposed as 3 hours. Husband indicated the major is restated to reflect LANG 6095 as 3 hours.

It was noted "electives" was reflected as 6-7 hours, but this should be corrected to "6 hours". D. Wallace will correct abstract.

- It was indicated the department had additional course changes in progress that would be coming forward to GCCC after they had been approved at college-level.

Discussion concluded. Question was called on the motion to approve as corrected, pending the list of electives for the M.A. Major in English, and with the exception of the additional courses which will be forthcoming. **Motion carried and Department of Languages and Literatures graduate curriculum was approved as corrected, pending the list of electives for the M.A. Major in English, and with the exception of the additional courses which will be forthcoming.**

#### **D. Department of Communication Sciences and Disorders**

Boyd moved, Thompson seconded to approve Department of Communication Sciences and Disorders graduate curriculum packet.

Bohnenkamp noted when viewing the abstract, that not all the college-approved proposals were listed in the abstract. Bohnenkamp indicated Department Packet #4626 was the college-approved packet, and Chair Coon viewed that packet for purposes of GCCC review. C. Wagner and D. Wallace will follow up with inserting Packet #4626 into abstract. [Note from UCC secretary: Packet #4626 was inserted in abstract by C. Wagner 10/21/11.]

C. Hageman and T. Bohnenkamp summarized pertinent graduate curriculum questions/issues within the Department of Communication Sciences curriculum packet, and motions, discussion, and voting was as follows:

- CSD 3140/5140 *Introduction to Neurogenic Disorders* (**new course**)

It was noted there was no response for Item 3b on the form, justifying how the requirements and expectations for the course will differ for undergraduate and graduate students, or Item 3c as to whether departmental graduate faculty approved this course proposal. Chair Coon indicated this form would need to be modified to include

responses to Items 3b and 3c. Chair Coon indicated department should send revised form to D. Wallace for inclusion in abstract.

► CSD 4150/5150 *Developmental Neurology in Communication* (**new course**)

Bohnenkamp indicated CSD 3140/5140 and CSD 4150/5150 are in response to the needs/recommendations found through Academic Program Review and accrediting agency.

► CSD 6560 *Diagnostics in Communication Disorders* (**new course**)

D. Wallace noted requested number CSD 6550 already exists, and CSD 6560 needed to be assigned to this course. Members expressed no additional questions/concerns regarding this course.

► CSD 6660 *Advanced Diagnostics in Communication Disorders* (**new course**)

D. Wallace noted requested number CSD 6650 already exists, and CSD 6660 needed to be assigned to this course. Members expressed no additional questions/concerns regarding this course.

► CSD 6800 *Fluency Disorders* (**new course**)

It was noted there was no response for Item 3a on the form, explaining how the course is appropriate for graduate credit. Chair Coon indicated this form would need to be modified to include the response in Item 3a. Chair Coon indicated department should send revised form to D. Wallace for inclusion in abstract.

► CSD 3700/5700 *Communication Problems of Special Populations* (change title, description)

► CSD 3750/5750 *Introduction to Fluency* (**drop course**)

► CSD 6550 *Clinical Assessment* (**drop course**)

► CSD 3250/5250 *Speech Science* (change hours, prerequisites)

► CSD 6300 *Language Training Strategies* (change title, prerequisites)

► CSD 3130/5130 *Neuroscience and the Study of Communicative Disorders* (change title, hours, prerequisites)

Members expressed no additional questions/concerns regarding the above courses.

► Major in Speech-Language Pathology (restatement of MA program)

It was noted that course numbers needed to be corrected in restatement of major as follows - D. Wallace will make corrections in abstract.

- CSD 6299 (not CSD 6000) (4th paragraph)
- CSD 6560 *Diagnostics in Communication Disorders* (12th paragraph)
- CSD 6660 *Advanced Diagnostics in Communication Disorders* (12th paragraph)
- "to take an additional semester of either CSD 6500 or CSD 6550" (not CSD 6550 or CSD 6551) (12th paragraph)
- CSD 6299 (not CSD 6000) (listed in Research portion of restatement)

It was noted the required Speech-Language Pathology core hours should be changed from "26 hours" to "25 hours". D. Wallace will make corrections in abstract.

Mackay indicated range of hours cannot be accommodated in PeopleSoft. She indicated she would insert the minimum hours indicated in the range, and the remaining hours would be inserted by student requests.

Discussion concluded. Question was called on the motion to approve as corrected, with the exception of courses CSD 3140/5140 and CSD 6800. **Motion carried and Department of Communication Sciences and Disorders graduate curriculum was approved as corrected, with the exception of courses CSD 3140/5140 and CSD 6800.**

## E. Department of Communications Studies

Boyd moved, Thompson seconded to approve Department of Communication Studies graduate curriculum packet.

C. Martin and A. Chatham-Carpenter summarized pertinent graduate curriculum questions/issues within the Department of Communication Studies curriculum packet, and motions, discussion, and voting was as follows:

- ▶ COMM 3111/5111 *Leadership Concepts in Practice* (**new course**) (*Same as* HUM 3110/5110)
- ▶ HUM 3110/5110 *Leadership: Concepts and Practice* (change number, description, prerequisites)

Chatham-Carpenter stated this is not really considered a new course, but rather is the *same as* current HUM 3110/5110 course that was taught by G. Perreault. Chatham-Carpenter stated Perreault is now a faculty member in the Department of Communication Studies and this was proposed this way to move the course to Communication Studies. **Chatham-Carpenter indicated there is discussion to drop the HUM 3110/5110 course number rather than cross list the course.**

J. Marshall stated the library had not been consulted on this new course. Chatham-Carpenter responded since this is the same course as HUM 3110/5110 and just being moved to a different department, it was not felt that was necessary. J. Marshall agreed no further consultation was needed on this course.

- ▶ COMM 4556/5556 *Interactive Digital Visualization* (**new course**)

J. Marshall questioned whether the objection from the Department of Art regarding this course was resolved.

C. Martin responded CHFA Senate had approved this course.

GCCC members expressed if CHFA approved and there is still a dispute, the course can move forward through the curriculum process to UCC, GCCC, Graduate Council, Faculty Senate and both departments can be present at any of those meetings at the same time when the course is discussed.

- ▶ COMM 4111/5111 *Group Communication Theory and Analysis* (change prerequisites)
- Chatham-Carpenter confirmed this course was **not** dropping g-level and only prerequisites were being changed.

- ▶ COMM 4555/5555 *Message Design and Delivery* (change prerequisites)
- Chatham-Carpenter confirmed this course was **not** dropping g-level and only prerequisites were being changed.

- ▶ COMM 4211/5211 *Rhetorical Theories* (change title, description)
- ▶ COMM J 4715/5715 *Specialized Reporting: (Topics)* (change prerequisites)
- ▶ COMM EM 4611/5611 *Electronic Media Industries: (Topic)* (change description)
- ▶ COMM EM 4633/5633 *Electronic Media Form, Content, Criticism* (change title, hours, description)
- ▶ COMM EM 4636/5636 *Electronic Media: Law and Policy* (change description)
- ▶ COMM EM 4646/5646 *Electronic Media and Culture* (change description)
- ▶ COMM EM 4647/5647 *Communication Technologies* (change description)
- ▶ COMM EM 4656/5656 *Electronic Media Management* (change description)
- ▶ COMM 4216/5216 *Political Communication* (change description)

Members expressed no additional questions/concerns regarding the above courses.

- ▶ Major in Communication Studies (restatement of MA program)

Chatham-Carpenter stated department had been notified that range of hours, as noted in non-thesis options, cannot be accommodated in PeopleSoft. She indicated the department would like to make the following revisions to the M.A. Major in Communication Studies, which is to list the highest number of the range in the non-thesis option. D. Wallace will make the following changes to abstract:

- "32-33 hours for the non-thesis option are required" - change to "33 hours for the non-thesis option are required"
- "Of the 30-33 hours required" - change to "Of the 30 or 33 hours required"
- Communication Education Emphasis/non-thesis option - change electives from "17-18" to "18"; change total hours from "32-33" to "33"
- General Communication Education Emphasis/non-thesis option - change electives from "20-21" to "21"; change total hours from "32-33" to "33"
- Mass Communication Emphasis/non-thesis option - change electives from "20-21" to "21"; change total hours from "32-33" to "33"
- Organizational Emphasis/non-thesis option - change electives from "14-15" to "15"; change total hours from "32-33" to "33"
- Organizational Communication Emphasis/non-thesis option - change electives from "14-15" to "15"; change total hours from "32-33" to "33"
- Performance Studies Emphasis/non-thesis option - change electives from "20-21" to "21"; change total hours from "32-33" to "33"
- Public Relations Emphasis/non-thesis option - change electives from "17-18" to "18"; change total hours from "32-33" to "33"

Discussion concluded. Question was called on the motion to approve as corrected, with the exception of COMM 3111/5111 and HUM 3110/5110. **Motion carried and Department of Communication Studies graduate curriculum was approved as corrected, with the exception of COMM 3111/5111 and HUM 3110/5110.**

## F. School of Music

Boyd moved, Thompson seconded to approve School of Music graduate curriculum packet.

J. Bullard noted there were late college-approved proposals that were not listed in the abstract. Bullard indicated Department Packet #5105 was the current college-approved packet, and Chair Coon viewed that packet for purposes of GCCC review. C. Wagner and D. Wallace will follow up with inserting Packet #5105 into abstract. [Note from UCC secretary: C. Wagner inserted Packet #5105 in abstract 10/21/11.]

Bullard summarized pertinent graduate curriculum questions/issues within the School of Music curriculum packet, and motions, discussion, and voting was as follows:

- ▶ MUS APPL 6890 *Diploma Recital* - 0 hours (**new course**)

Bullard stated this course will be used to track a student's completion of the recital requirement(s) in their certificate. She indicated the graduate recital had its own separate number.

- ▶ MUS ED 3495/5495 *Music Learning and Motivation* (**new course**)
- ▶ MUS ED 3490/5490 *Piano Pedagogy: Current Technological Trends* (**drop course**)
- ▶ MUS ED 6600 *Piano Pedagogy: Internship* (add prerequisites)

Members expressed no additional questions/concerns regarding these Music Education courses.

- ▶ MUS TECH 3110/5110 *Performing Arts and Entertainment Law* (**add "g"/5110**, change prerequisites)
- ▶ MUS TECH 3120/5120 *Performing Arts Management* (**add "g"/5120**, change prerequisites)
- ▶ MUS TECH 3520/5520 *Instrumental Jazz Improvisation* (**add "g"/5520**, change prerequisites)

Bullard confirmed these courses were adding a g-level number. She also indicated three sections were being specified in the description for MUS TECH 3520/5520 at the request of Registrar's Office to assist in tracking students in M.M. Jazz Pedagogy program.

- ▶ MUS THEO 3220/5220 *Music and Technology* (add "g"/5220, change prerequisites)
  - ▶ MUS THEO 3230/5230 *Music Technology, Advanced* (add "g"/5230, change prerequisites)
- Bullard confirmed these courses were adding a g-level number. Members expressed no additional questions/concerns regarding these Music Theory courses.

- ▶ MUSIC 3020/5020 *Music In Childhood Education* (change title)

Bullard confirmed this course was retaining its g-level, and the only change was in title. Members expressed no additional questions/concerns regarding this Music course.

- ▶ Artist Diploma I (restatement of certificate)
- ▶ Artist Diploma II (restatement of certificate)

Bullard stated the new MUS APPL 6890 *Diploma Recital* course has been added to these two certificates, and the restatement also elaborates on the demands and expectations of these certificates.

- ▶ Music Education Major (restatement of MM program)

Bullard stated this restatement reflects the change in moving MUS ED 6550 to electives and MUS ED 5450 to required course.

- ▶ Major in Piano Performance and Pedagogy (restatement of MM program)

Bullard stated the addition of course MUS ED 5495 and changes in a few other courses better meets the NASM accreditation requirements and reflects trends in the field.

- ▶ "Additional Requirements" revision in MM Performance degree (all tracks)

Bullard stated the change in statement to "Performance recital of at least sixty (60) minutes in length" is necessary to comply with NASM accreditation.

Discussion concluded. Question was called on the motion to approve as listed and reviewed in Packet #5105.

**Motion carried and School of Music graduate curriculum was approved as listed and reviewed in Packet #5105.**

## G. Department of Art

Boyd moved, Thompson seconded to approve Department of Art graduate curriculum packet.

J. Byrd summarized pertinent graduate curriculum questions/issues within the Department of Art curriculum packet, and motions, discussion, and voting was as follows:

J. Byrd indicated the M.A. Art Education Major restatement that had previously appeared in abstract had been withdrawn by department. This restatement was deleted from abstract by C. Wagner prior to this GCCC meeting.

- ▶ ACTED 6510 *Methods and Materials in the Classroom* (new course)
- ▶ ARTIST 4352/5352 *History of Performance Art* (new course)
- ▶ ARTIST 4310/5310 *Baroque and Rococo* (change title, description)
- ▶ ARTIST 4320/5320 *19th Century Western Art* (change description)
- ▶ ARTIST 4350/5350 *Early 20th Century Art* (change description)
- ▶ ARTIST 4362/5362 *Late 20th Century Art* (change title, description)

Chair Coon asked if the library had been consulted on the new courses. J. Marshall responded "yes".

Members expressed no additional questions/concerns regarding the above courses.

Discussion concluded. Question was called on the motion to approve. **Motion carried and Department of Art graduate curriculum was approved.**



This concluded review/approval of the College of Humanities and Fine Arts graduate curriculum packet, **with the exception of postponed items listed below.**

**V. Curricular Items **Tabled/Postponed/Pending/Deferred****

**(Originally discussed at October 7 meeting)**

**Psychology Department**

PSYCH 6409 and PSYCH 6410

**[library consultation needed]**

PSYCH 6410 *Child and Adolescent Psychopathology and Evidence-Based Treatment*

PSYCH 3603/5603 *Child and Adolescent Psychopathology*

**[Review and revise the titles for one or both of these courses to more clearly differentiate the courses/level of the courses.]**

M.A. Major in Psychology - Individualized Study Emphasis

**[revise emphasis to reflect appropriate minimum hours needed for this emphasis]**

**(Originally discussed at October 7 meeting)**

**School of Applied Human Sciences**

TEXDSGN 4016/5016 *Apparel Product Development, Merchandising, and Buying* (change title, description, prerequisites)

**[further clarification from department regarding changes in this course]**

**(Moved to November 3 clean-up meeting)**

**Marketing Department - All graduate curriculum proposals**

**[Chair Coon indicated in the absence of a representative, the Department of Marketing would be moved to the clean-up meeting Thursday November 3.]**

**(Moved to November 3 clean-up meeting)**

**Sociology, Anthropology, and Criminology Department - all graduate curriculum proposals**

**[Note: At department request, the Department of Sociology, Anthropology, and Criminology graduate curriculum packet will be postponed until clean-up meeting Thursday November 3.]**

**(Moved to November 3 clean-up meeting)**

**Curriculum and Instruction Department**

LITED 7308 *Reading Recovery Teacher Clinical I* **(new course)**

LITED 7309 *Reading Recovery Teacher Clinical II* **(new course)**

**[Needs further discussion]**

**(Moved to November 3 clean-up meeting)**

**School of HPELS**

**[Chair Coon indicated in the absence of a representative from the Divisions of , the following divisions within HPELS would be moved to the clean-up meeting Thursday November 3.]**

**Division of Health Promotion and Education**

- ▶ HPE 4125/5125 *Aging and Health* (change description)
- ▶ HPE 4431/5431 *Worksite Health Promotion* (change description)
- ▶ HPE 4161/5161 *Global Health Corps Mission* (change title)
- ▶ HPE 4162/5162 *Introduction to Women's Health* (change description)
- ▶ HPE 4378/5378 *Health Advocacy, Social Action and Policy Development* (change description)
- ▶ HPE 4297/5297 *Global Health Domestic Practicum* (drop course)
- ▶ HPE 4328/5328 *Selected Topics in Women's Health* (change description)
- ▶ HPE 6245 *Internship in Health Education* (change prerequisites)
- ▶ Doctor of Education: Community Health Education *Intensive Study Area* (drop intensive study area)

#### **Division of Athletic Training**

- ▶ AT 6240 *Evidence Based Rehabilitation Practice I* (change title, description)
- ▶ AT 6250 *Evidence Based Rehabilitation Practice II* (change title, description)
- ▶ M.S. - Major in Athletic Training (restatement)
- ▶ Doctor of Education: Rehabilitation Studies *Intensive Study Area* (drop intensive study area)

#### **Division of Leisure, Youth and Human Services**

- ▶ LYHS 4339/5339 *Nonprofit Leadership Practicum* (change description)
- ▶ LYHS 4553/5553 *Trends and Issues in Outdoor Recreation* (change prerequisites)
- ▶ Doctor of Education: Allied Health, Recreation and Community Services *Intensive Study Area* (**renaming** and restatement of Leisure, Youth & Human Services intensive study area)

#### **HPELS - Interdepartmental**

- ▶ HPELS 6210 *Quantitative Methods In HPELS* (change description, prerequisites)
- ▶ HPELS 6215 *Qualitative Methods in HPELS* (change title, description)
- ▶ **HPELS or LYHS 7410** *Critical Theories and Practices in Leisure, Youth and Human Services I* (change description, prerequisites) - also need clarification on which prefix is to be assigned
- ▶ **HPELS or LYHS 7412** *Critical Theories and Practices in Leisure, Youth and Human Services II* (change title, description, prerequisites) - also need clarification on which prefix is to be assigned
- ▶ **HPELS or LYHS 7999** *research and Evaluation Seminar* (change description) - also need clarification on which prefix is to be assigned

**(Moved to November 3 clean-up session)**

#### **Languages and Literatures Department**

[M.A. Major in English - list of electives]

[Additional course proposals are in progress and will be coming forward after approved by college]

**(Moved to November 3 clean-up session)**

#### **Communication Sciences and Disorders Department**

CSD 3140/5140 *Introduction to Neurogenic Disorders* (**new course**)

[Revise Form D to respond to Items 3b and 3c]

CSD 6800 *Fluency Disorders* (**new course**)

[Revise Form D to respond to Item 3a]

Chair Coon announced the next meeting will be Friday, **October 28, 3:30 p.m., Lang 115**, at which time the **College of Natural Sciences** graduate curriculum packet will be reviewed.

There being no further business, meeting adjourned at 3:40 p.m.

Respectfully submitted,  
Diane Wallace, GCCC secretary

dmw

cc: GCCC and Alternates  
UCC and Alternates  
Guests